



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

Vol. 14, no. 18

GP 3.16/3-2:14/18

August 31, 1993

Depository Library Council to Convene in Chicago

The fall 1993 meeting of the Depository Library Council to the Public Printer will convene in Chicago, Illinois from Monday morning, November 1 through Wednesday noon, November 3. The location of the meeting will be at the Allerton Hotel in downtown Chicago. The hotel address is:

701 North Michigan Avenue
Chicago, IL 60611

Special room rates for this meeting are \$79.00 single and \$89.00 double occupancy. These room rates are guaranteed through October 4. Reservations must be made by calling (312) 440-1500 or (800) 621-8311 or by fax at (312) 440-1819. Please specify the Depository Library Council when you contact the hotel.



You Can Help Plan the 1994 Federal Depository Conference

For the past two years, the Government Printing Office (GPO) has provided an opportunity for depository librarians to convene at the Federal Depository Conference in Washington DC. These conferences were theme oriented, i.e., each conference was devoted to one particular topic. Conference coordination was the total responsibility of GPO, as GPO staff conceived the topic, prepared the agenda, coordinated the program, and served as conference host.

Although these conferences were viewed as helpful and generally successful, comments and evaluations of the 1993 conference expressed a strong desire on the part of the depository library community to move beyond a single-topic program to a users conference covering a variety of topics. It was observed that the single topic conference was too narrow to cover the broad range of needs and interests of the depository libraries participating in the Federal Depository Library Program.

This concept has merit and GPO is preparing to serve as the logistical coordinator for a "users conference" in which the participants themselves organize the conference to their own specifications and address the needs of the depository community as a whole. Groups of depository librarians have been recruited to serve as coordinators for three concurrent programs, each focusing on a different type of library: public, academic and special (law, federal agency, court, etc.). The coordinators are practicing depository librarians in the library type they represent. They have generously volunteered to prepare programs of importance to depository librarians corresponding to types of libraries.

As a depository librarian, your assistance is also being sought. If you have ideas or suggestions that you think would be helpful to your colleagues in preparing the 1994 Federal Depository Conference, please submit these to the individuals listed below.

Program I (Public)

Linda Dunne, Angelo M. Iacoboni Public Library, Lakewood, CA

Phone: (310) 866-1777

Fax: (310) 866-1217

Alexandra Lutz, New York Public Library, New York, NY

Phone: (212) 340-0888

Fax: (212) 576-0048

Lola Warren, Johnson County Library, Shawnee Mission, KS

Phone: (913) 384-8588

Fax: (913) 384-8574

Ann Watts, Saint Louis Public Library, Saint Louis, MO

Phone: (314) 539-0377

Fax: (314) 539-0393

Susan Wheeler, Bellevue Regional Library, Bellevue, WA

Phone: (206) 450-1782

Fax: (206) 450-2469

Program II (Academic)

Diane Garner, Harvard College, Cambridge, MA

Phone: (617) 495-2479

Fax: (617) 495-0403

E-mail: dxg@harvarda.harvard.edu

Bill Olbrich, Washington University, Saint Louis, MO

Phone: (314) 935-5475

Fax: (314) 935-4045

E-mail: olbrich@wulibs.bit

Sandra Peterson, Yale University, New Haven, CT

Phone: (203) 432-3121

Fax: (203) 432-3214

E-mail: peterss@yalevm.ycc.yale.ydu

Peggy Walker, Florida Atlantic University, Boca Raton, FL

Phone: (407) 367-3788

Fax: (407) 338-3863

E-mail: walker@fauvax.edu

Pat Wilkinson, University of Vermont, Burlington, VT

Phone: (802) 656-2503

Fax: (802) 656-4038

E-mail: pwilkins@moose.uvm.edu

Cindi Wolff, University of Oklahoma, Norman, OK

Phone: (405) 325-3141

Fax: (405) 325-3141

E-mail: ua0281@uokmvsa.bitnet

Program III (Special)

Sharon Blackburn, Texas Tech University Law Library, Lubbock, TX

Phone: (806) 742-3883

Fax: (806) 742-1629

E-mail: xpsrb@ttacs.ttu.edu

Gail Nicula, Armed Forces Staff College, Norfolk, VA

Phone: (804) 444-5155

Fax: (804) 444-5120

Melanie Putnam, Ohio State University Law Library, Columbus, OH

Phone: (614) 292-6691

Fax: (614) 292-3202

E-mail: mputnam@acs.magnus.ohio-state.edu

Mary Redmond, New York State Library, Albany, NY

Phone: (518) 474-3940

Fax: (518) 474-5163

E-mail: usergla9@rpitsmts.bitnet

Regional Depositories Meeting

Anne Diamond, Library of Michigan, Lansing, MI

Phone: (517) 373-8927

Fax: (517) 373-1300

E-mail: andilmnx@ibm.cl.msu.edu

Paul Pattwell, Newark Public Library, Newark, NJ

Phone: (201) 733-7812

Fax: (201) 733-5648

E-mail: pattwell@pilot.njin.net

Tom Rohrig, Texas Tech University, Lubbock, TX

Phone: (806) 742-2236

Fax: (806) 742-1920

E-mail: liroh@ttacs.ttu.edu



Look for Survey 93-001 on POMS and HCFA CD-ROMs

LPS mailed Survey 93-001 to depositories in early August. This survey is for the monthly Program Operations Manual System (POMS) and Modernized System Operations Manual (MSOM) (HE 3.6/5:, item 0516-X-01) and HCFA's Laws, Regulations, Manuals (HE 22.8/22: item 0444-P-03) in CD-ROM format.

Please read the survey carefully, and return it to LPS by September 10, 1993. If you have any questions about the survey, please call Laurie Hall at (202) 512-1153.



Correction to Internet Address for Geographic Data Manual

To order the Manual of Federal Geographic Data Products from the U.S. Geological Survey via Internet, use the following address: GDC@usgs.gov. The address as shown in Administrative Notes, v. 14, no. 17, included an erroneous additional full stop.



Conference on the Future of Federal Government Information

The Conference on the Future of Federal Government Information will be held at the Allerton Hotel in Chicago on October 29-31, 1993. The same room rates apply as for the Depository Library Council meeting (see p. 1).

The Conference on the Future of Federal Government Information is an independent meeting, not organized or sponsored by the Government Printing Office.



Council Survey on Restructuring Sent to All Depositories

Based on discussions on restructuring the Federal Depository Library Program during its spring 1993 meeting, the Depository Library Council developed a survey which was sent to all depositories the week of August 16. The survey, reprinted on the next pages, focuses on 2 questions: whether depositories are interested in becoming basic service centers, and whether there is an interest in forming a system of cooperative regionals. For more details on these concepts, see Administrative Notes, v. 14, #13, 6/20/93.

Please return the survey by September 30, 1993, to Sandy Morton-Schwalb at the address indicated, not to GPO.



Depository Library Council Interest Survey

Basic Service Centers & Cooperative Regionals

Restructuring the Federal Depository Library Program to become more efficient from the perspectives of the libraries, GPO, and the end users has been a topic of intense discussion in recent months. Any restructuring would have to retain the essential nature of the Program: the ability to provide free, unimpeded, and easy public access to government information. Two ideas that seem to be at the core of many of the proposed restructuring models are "Basic Service Libraries" and "Shared Regionals" or "Regional Consortiums."

At the Spring 1993 Depository Library Council Meeting, Council recommended to the Public Printer that the depository community be surveyed to see if there was any interest in either of these concepts before they were pursued any further. (See Administrative Notes, v. 14, no. 13, 6/20/93.)

At the American Library Association Annual Conference in June, a Joint Council/ GODORT committee was created for the purpose of soliciting and compiling this information. The following questionnaire is for information purposes only. Your answers do not commit your library one way or the other.

If a substantial number of libraries express an interest in these concepts, then the concepts could be used as part of more comprehensive plans for reorganizing the Program. If there is no interest, other solutions will be explored. Please be aware that some of the options listed would require an amendment to Title 44 of the U.S. Code as currently written. Also, these two concepts would not make up the entire organization of a restructured program.

Please provide your Depository Library Number so that responses can be matched with library size and type. This questionnaire should be shared with your Library Director as the Director's opinions are important to this process.

*Please return completed forms to Sandy Morton-Schwalb
by September 30 (see last page for address).*

Name (optional)

Institution (optional)

Depository Library Number: _____

1. Would your library be willing to give up its ability to select from all existing item numbers and become a Basic Service Library (assuming that your library would remain a part of the Federal Depository Library Program)?

The following attributes have been suggested for Basic Service Libraries. Please mark the boxes next to the options which would need to be in place before your library would consider giving up "selective status." (More than one option may be selected.)

- Library would receive predefined "core materials" including the recommended "Basic collection" that appears in the Guidelines for the Depository Library System. This collection would be flexible; new items, such as the NTDB, could be added as appropriate.
- Library would receive pre-defined "core materials" including the recommended "Basic Collection" that appears in the Guidelines for the Depository Library System. In addition, the library would have the ability to select up to 10 additional item numbers to meet the specific needs of its community.
- Library would receive pre-defined "core materials" based on the library type or focus of collection.
- Library would be relieved of 5-year legal retention requirements.
- Library would not be formally inspected by GPO, but would complete some type of self-compliance form. Public access to the depository collection could not be restricted.
- Library would not be required to prepare disposition lists.
- Library would not be required to do piece level holdings records.
- Other characteristics that would be necessary for your library to consider becoming a Basic Service Library. Please explain:

- I have no interest in this concept.

2. Would your library be willing to enter into a shared regional agreement with:

- Other libraries within your Regional boundaries? This assumes that you would share administrative responsibilities (provide reference service, interlibrary loan, and assistance to other depositories) and the housing of a 100% depository collection (including such things as the bound Serial Set, Congressional Record, etc.)
- Depositories in other states to form a Regional consortium? This would assume that not all libraries would have to receive and retain all publications permanently. For example, one library might keep the Army Tech Manuals and another Flood Insurance Studies. In return, you would have to make those items that your library permanently retains available via ILL to all libraries in the consortium promptly upon request.
- Other arrangements for Regional consortiums. Please explain:

- I have no interest in this concept.

For Regional libraries only:

3. I am willing to continue serving as a Regional library.

- Yes
- No
- Possibly (please explain)



Questions? Contact Gary Cornwell, University of Florida
Phone (904) 392-0366. E-mail: garcorn@nervm.bitnet

Return completed form to:



Sandy Morton-Schwalb
Special Libraries Association
1700 18th St. NW
Washington DC 20009
Phone: (202) 234-4700
Fax: (202) 265-9317

**Quint-State Government Documents
Roundtable Seminar
on the Campus of
The University of Mississippi**

**Ole Miss Union - Room 405 A & B
September 17, 1993 - (9:00 a.m. - 3:15 p.m.)**

Sponsored by
Mississippi Library Association/Government Documents Roundtable

With support from
Alabama, Arkansas, Tennessee & Louisiana Government Documents Roundtables

Agenda topics include:

Recent Developments in the Depository Library Program
By Sheila McGarr, Chief of Depository Services, GPO

Mississippi's Patent Research Library: An Overview of Services
By Velma Champion, Information Services Coordinator, MLC

**Developments in On-line Processing: The Regional
Depository Way at the University of Mississippi**
By Laura Harper, Head of Government Publications, University of Mississippi

**Demonstration & Hands-on Experience Using "GROUPFORUM,
An Electronic Computer System for Automating Meetings with
Complete Anonymity"**

By Dr. Milam Aiken, Assistant Professor of Management & Marketing,
University of Mississippi

A sandwich buffet will be served at noon in the Seminar Room.

Optional:

Following adjournment, a tour to the homes of Nobel Prize winner William Faulkner
and best-selling author John Grisham will be conducted.

Reservations may be made by forwarding the registration fee of \$10.00 by September 10
to: Mary Chrestman, Chairperson of MISS/GODORT, Documents Department,
106 Old Gym, J.D. Williams Library, University, MS 38677. The registration
fee includes the sandwich buffet.

*[This announcement was submitted to Administrative Notes by the University of Mississippi, Government
Publications Dept.]*

1993 Federal Depository Conference

Federal Depository Library Program Seminar

Rosslyn Westpark Hotel
Arlington, VA

Effective Library Networking:
Local Depository Networks
April 22, 1993¹

Remarks by Jim Walsh
Head of Government Documents and Microform
Thomas P. O'Neill, Jr. Library
Boston College
Chestnut Hill, MA 02167

Introduction/Overview

About one week prior to the April 22nd panel discussion, Margaret, John, Jim, and I contacted each other via the telephone and e-mail and developed an outline for the panel discussion. Through this impromptu communication, we discovered that there were a few things--some common threads--that were consistent among the four government documents consortia. They were and are:

- we all share information among our member institutions;
- we all publicize what we have; and
- we all do a variety of things to achieve the first two items and to improve and increase access to our individual collection or a member's collection.

There was this feeling that the four of us do the same thing. Our government documents consortia/interest group/organization were identical. Our plan was to have the first speaker give his/her presentation and the remaining three speakers would follow with "ditto."

¹ This is the last of four papers that were presented at the 1993 Federal Depository Conference, April 19-23, 1993. This panel discussion, *Effective Library Networking: Local Depository Networks*, was presented on Thursday, April 22, 1993. The other three papers have already been published in *Administrative Notes*. The presenter's name, depository group, and *Administrative Notes* citation follows: Margaret S. Walker, SEFLIN [FL] (*AN*, v.14, n.11, 5/31/93; 16-24); John Wilson, HOT Docs Consortium [TX] (*AN*, v.14, n.12, 6/15/93; 19-22); and James J. Vileta, Twin Ports Government Documents Depository Consortium [MN and WI] (*AN*, v.14, n.14, 6/30/93; 3-9).

Seriously, we realized that as much as we were alike, we were also very different. How we achieved the same broad goal, providing better access to government information, was how we differed. At this point, this paper will provide you with a brief, general profile of the four groups. This will give you a picture of how we are alike and how we are different.

The government documents organization serves as mentor program for new professionals and provides them with the opportunity to become more involved and take an active part in promoting government documents and government information.

-- Jim Walsh

When looking at the four government documents groups, we see that:

- one is located in a rural setting and covers a very large geographical area; one has all of its member institutions located in two adjoining cities, but its outreach is to rural counties and also covers a large geographical area; one is in urban setting and services three urban counties; and one is primarily located within a large metropolitan area, but has member institutions which are outside and some distance from the metropolitan area;
- the groups range in size of membership from 4 to 12;
- three consist entirely of U.S. Government Printing Office depository libraries, while one is a mix of depository and non-depository libraries;
- the type of the parent institution (e.g., state library, county library, city library, large university or small college library; law library; land grant institution; etc.) is varied and diverse;
- the age/establishment of each depository library covers a range of years: from the mid-1850's to as recent as the 1980's;
- the percentage of item numbers selected varies considerably from one group to the next and within each group;
- the length of time that each government documents organization has been in existence is also different; and
- two of the groups are part of a larger organization or consortium, while the other two groups are independent local or regional documents organizations.

Regardless of how each group may differ from the other, we all strive to achieve the same goal: provide more government information to more people. We just do it in different ways and in different settings. In addition to being a resource to the general public, we also agreed that the local, state, or regional government documents organization is a valuable resource for the new (i.e., 1-3 years experience) documents librarian. The government documents organization serves as mentor program for new professionals and provides them with the opportunity to become more involved and take an active part in promoting government documents and government information.

With that introduction and brief review and comparison of the four government documents groups, a detailed description and discussion of the first of the four groups, the Government Documents Interest Group and its parent organization, the Boston Library Consortium, follows.

Boston Library Consortium (BLC)

The BLC was founded in 1970, and consisted of five institutions. Since its inception, the goal of the BLC has been to strengthen services to users of member institutions. This is done through: mutual access to research materials at member institutions; publication of the *Union List of Serials*; projects to develop and preserve the collections of member institutions; and development of professional library expertise through mutual consultation.²

Today the BLC consists of 12 institutions:

Boston College
Boston Public Library
Boston University
Brandeis University
Marine Biological Laboratory/Woods Hole Oceanographic Institution
Massachusetts Institute of Technology
Northeastern University
State Library of Massachusetts
Tufts University
University of Massachusetts-Amherst
University of Massachusetts-Boston, and
Wellesley College.³

The membership profile, by type of library, is as follows: state library (1); public library (1); special library/research laboratory (1); and college/university library (9). Included in the 12 institutional members there are three law schools, two medical schools, two land grant institutions, one veterinary school, and one scientific/biological/research laboratory. Ten of the twelve institutions are located in three counties (Middlesex, Norfolk, and Suffolk) within the Boston metropolitan area. Woods Hole is located in Falmouth, on Cape Cod, and UMASS-Amherst is located in western Massachusetts (approximately 100 miles from Boston).

² *Boston Library Consortium User Guide, 1992/1993.* p. 2.

³ Since this paper was presented in April, the BLC has increased its membership by two institutions. The University of Massachusetts-Lowell and University of Massachusetts-Dartmouth became BLC members in late April-early May, 1993. This means that four of the five UMASS campuses belong to the BLC. The University of Massachusetts-Worcester, the state's medical school, is the only UMASS campus that does not belong to consortium. UMASS-Worcester was a member of the BLC through 1990, but withdrew from the consortium at that time.

The resources that are available through the BLC are impressive and extensive. The following is just a sampling of some of those resources:⁴

COLLECTIONS: 18.6 million volumes; 17.8 million pieces of microfiche; and 129,100 serial titles;

EXPENDITURES: \$27.8 million, library materials; \$14.7 million, current serials; \$48.5 million, salaries/wages; and \$89.5 million, total library expenditures; and

PERSONNEL (FTE): 613 professional staff; 944 nonprofessional; 387 student assistants; and 1,944 total staff.

The organizational structure of the BLC consists of the Executive Director who reports to the Executive Board, which is comprised of library directors from the member institutions. The BLC has a series of standing committees and interest groups, which are less formal and less structured than the committees. GoDIG is an interest group.

In addition to sharing resources, the BLC also presents workshops and training sessions for staff members; publishes the *Union List of Serials* and the *BLC User Guide*; provides a computer/internet gateway that provides access to the BLC members' on-line catalogs; and coordinates a list serve (BLC-L) for the consortium. The Boston Library Consortium has been an invaluable resource for 23 years to each member institution and the students, faculty, and staff at each institution.

Government Documents Interest Group (GoDIG)

The Government Documents Interest Group (GoDIG) is a part of the organizational structure of the BLC and benefits from the services and activities that it provides. GoDIG operates under the policies of the BLC. The purpose of an interest group is threefold: to address topics of ongoing interest; to provide an informal forum for sharing information and expertise; and to discuss issues of concern to member libraries.

GoDIG meets all of these goals and has the more specific goal: to improve and increase access to government information to users of BLC member institutions. This section will provide an overview to the history, activities, publications, and future projects of GoDIG.

Just as a profile was provided for the BLC member institutions, a similar profile for the GoDIG members follows:⁵

⁴ These figures are current as of June 30, 1992, and represent the totals for the twelve member institutions. They do not include information for UMASS-Lowell and UMASS-Dartmouth.

⁵ Please note: Due to branch libraries, more than one depository at an institution, etc., the total number of GoDIG libraries does not always equal the BLC member institution number of 12.

There are 11 U.S. Government Printing Office depository libraries. Two GoDIG libraries are not depositories;

Of the 11 GPO depository libraries, one is a regional and 10 are selective depositories;

Of the 10 selective depositories, the percentage of the item numbers selected range from a high of 85% to a low of 8%; and

The dates of establishment of the 11 depositories cover 120 years, from 1859 to 1979, with four being established before 1910.

Due to the type and size of each institution, the age and size of each depository, and the collection development needs of each institution and depository, the government documents collections vary considerably in size, scope, and content.

GoDIG has been in existence for three years. It held its first meeting on April 18, 1990, and has met twice a year since then.⁶ The location of meetings rotates among the member libraries. This provides us with the opportunity to see the operations and computer services of other documents collections, in addition to agenda items that are addressed during the meeting. We exchange ideas, information, and materials in a number of ways (e.g., meetings, telephone, e-mail, fax, BLC delivery van, etc.). In its relatively short existence, GoDIG has been a very effective reference and collection development network.

Some of the activities/projects that GoDIG has undertaken and/or accomplished are listed below:

- contacted by Counterpoint Systems, Inc., which demonstrated its *Federal Register* on CD-ROM to members of GoDIG. We had the opportunity to provide the information needs and expectations that the library community has for such a product;
- established a list serve, GODIG-L, which is available to all members of the Boston Library Consortium;
- received 1990 Census STF 1A and 3A profiles for Massachusetts, its counties, and the 16 planning districts for Boston from the Massachusetts State Data Center and the Boston Redevelopment Authority. The original copies were disseminated among GoDIG members for duplication and distribution; and

⁶ The BLC limit of interest groups only being able to meet twice a year was recently changed. Interest groups may now meet up to four times a year. This change was, in part, a result of GoDIG meeting with the Executive Director and requesting that the meeting limitation be lifted or changed.

- compiled and distributed the *GoDIG Library Directory: A Listing of Boston Library Consortium Government Documents Collections*. The first edition was published in 1992. Please see Figure 1, located at the end of this article, for a sample page from the *GoDIG Library Directory*.

Currently, GoDIG is working on the second edition of the *GoDIG Library Directory*. It is expected to be published in late 1993. We have also begun the work on compiling a union list of microform sets that are available at member institutions. We hope to have this available sometime in 1994. GoDIG will continue to meet on a regular basis and address and discuss the issues that affect our collections and departments as separate institutions, as members of the Boston Library Consortium, and as depository libraries.

GoDIG is an enrichment vehicle for the individual librarians, each documents collection, and the Boston Library Consortium as a whole. -- Jim Walsh

Conclusion

GoDIG has provided BLC documents/depository librarians the forum to meet on a regular basis. It is an opportunity for us to exchange ideas and materials and discuss issues and voice concerns. GoDIG is an enrichment vehicle for the individual librarians, each documents collection, and the Boston Library Consortium as a whole. Since its inception in 1990, GoDIG has certainly been a useful and valuable resource for the government documents librarians of the Boston Library Consortium.

University of Massachusetts at Amherst

University Library
Government Documents Department
University of Massachusetts--Amherst
Amherst, MA 01003

Selective depository (85%)
Depository Library No.: 0254

Land Grant designation, 1907
1st Congressional District

Telephone/Communications:

VOICE: (413) 545-2765 FAX: None
EMAIL: edu%william.thompson@library.umass.edu (INTERNET) [Bill Thompson]

Staff:

William R. Thompson, Head, Government Documents Department
Leonard Adams, Documents Librarian

Collections:

Federal (extensive); State (moderate); International (moderate); Foreign (limited); Local (limited)

Depository for:

Government Printing Office; Massachusetts publications (1975); NASA (1972); DOE; Census Bureau (1965); DMA (1970)

Automation:

CD-ROM: Monthly Catalog; various U.S. Government Depository CD-ROM products
ONLINE CATALOG: LS/2000

Acquires:

ERIC; Rand; ACDA; patents and trademarks; Congress; United Nations; UNIDO; UNICEF; economic commissions; ILO; FAO; UNESCO; WHO; IBRD; IDA; IAEA; GATT; Council of Europe; European Communities; NATO; OAS; OECD; OPEC; WMO; International Court of Justice; IMF; Massachusetts town reports; Massachusetts publications (microfilm)

Subject Specialties:

Agriculture; education; health and vital statistics; demography and population; political science; rural development

Notes:

Public access; no fee; collection circulates; ILL

Publications:

None

Public Transportation: The only public transportation to the University of Massachusetts--Amherst is via Peter Pan Bus Lines.

FIGURE 1

How and When to Contact the Library Programs Service

[The following is excerpted from the 1993 edition of the Federal Depository Library Manual, which is scheduled to be printed this fall.]

Depository libraries are required to submit their inquiries on a Depository Library Inquiry Form, GPO Form 3794 (see Exhibit J of the Instructions to Depository Libraries) via mail or fax.

The Depository Library Inquiry Form greatly facilitates LPS' ability to respond to the majority of questions submitted. Additional copies of the Depository Library Inquiry Form can be obtained by writing to:

U.S. Government Printing Office
Library Programs Service (SLLA)
Washington, DC 20401

Some problems or questions are not suitable for the Depository Library Inquiry Form and should be handled differently:

1. Certain questions or services (e.g. obtaining copies of missing shipping lists) are best handled at the local or regional level. Depository libraries should contact a local or regional depository library if available, instead of contacting LPS.
2. Complex problems should be addressed to the specific unit within LPS that deals with that area of responsibility. Correspondence directed to LPS should always include the depository library number, business phone number, fax number if available, and best time to call.

Contact points within LPS for specific areas of responsibility are listed below:

Library Programs Service policy

Director
Library Programs Service (SL)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1114
Fax: (202) 512-1432

Acquisitions, all formats Inquiry forms

Acquisitions
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1082
Fax: (202) 512-1196

Administrative Notes
Biennial Survey
Depository and regional depository responsibilities
Depository designations or operations
Federal Depository Library Manual
Inspections
Instructions to Depository Libraries
Superseded List

Chief, Depository Services
Library Programs Service (SLLD)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1119
Fax: (202) 512-1432

Microfiche

Micrographics Section
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1060
Fax: (202) 512-1196

GPO cataloging policy
Monthly Catalog
GPO Cataloging Guidelines
GPO cataloging tapes

Chief, Cataloging Branch
Library Programs Service (SLLC)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1121
Fax: (202) 512-1432

Classification
An Explanation of the Superintendent of Documents Classification System
GPO Classification Manual

Chief, Classification
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1063
Fax: (202) 512-1196

Inactive List
Item surveys/selection update
List of Classes
Shipping lists

Administrative and Systems Control Section
Library Programs Service (SLLA)
U.S. Government Printing Office
Washington, DC 20401
(202) 512-1153
Fax: (202) 512-1196

Automatic/Direct mail
Claims

The library must follow the claiming procedure outlined in Chapter 3 of the Instructions to Depository Libraries and in Administrative Notes. If the library does not receive a claim response within four weeks, then the librarian may inquire about the claim by submitting the Depository Library Inquiry Form. (Do not submit a second claim.)

Claims may be submitted by fax at (202) 512-1431 or (202) 512-1429.

Unusual claim problems (any format)

Chief, Depository Mailing Branch
 Library Programs Service (SLDM)
 U.S. Government Printing Office
 Washington, DC 20401
 (202) 512-1007
 Fax: (202) 512-1431 or -1429

Chronic distribution problems
 Missing or delayed shipments

Chief, Depository Distribution Division
 Library Programs Service (SLD)
 U.S. Government Printing Office
 Washington, DC 20401
 (202) 512-1014
 Fax: (202) 512-1431 or -1429

**Classification/Cataloging Update**

August 13, 1993

1993-12

Item #	Class #	Shipping List #	Title	Change
0030-A-05	A 101.2:F 94/2	93-0385-P	Fruit Fly Worm Watch Turn in a Suspect, Keep Out a Pest	Change class to: A 101.2:F 94/3
0146	C 3.2:P 81/23/ Kenya	92-0506-P	Population Trends, Kenya	Change class to: C 3.288:92-1
0147-C	C 3.133: 986-92/993	93-0308-P	Combined Annual and Revised Monthly Wholesale Trade, Current Business Reports, B/W92-RV	Change class to: C 3.133/4:986-92
0156-K-13	C 3.223/11:1990 CPH-3-15/PT.2/ MAPS	93-0007-P	1990 CPH-3-15, 1990 Census of Population and Housing, Population and Housing Characteristics for Census Tracts and Block Numbering Areas, Illinois (Outside Metropolitan Areas), Maps, pt. 2 of 2	Change class to: C 3.223/11: 1990 CPH-3-15/MAPS/PT.2
0156-K-16	C 3.223/11:1990 CPH-3-18/PT.2/ MAPS	93-0007-P	1990 CPH-3-18, 1990 Census of Population & Housing, Population & Housing Characteristics for Census Tracts & Block Numbering Areas, Kansas, Maps, pt. 2 of 2	Change class to: C 3.223/11: 1990 CPH-3-18/MAPS/PT.2

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Item #	Class #	Shipping List #	Title	Change
0156-K-30	C 3.223/11:1990 CPH-3-3-76/ MAPS	93-0005-P	1990 CPH-3-76, 1990 Census of Population and Housing, Population and Housing Characteristics for Census Tracts & Block Numbering Areas, Atlantic City, NJ MSA, Maps	Change class to: C 3.223/11: 1990 CPH-3- 76/MAPS
0156-K-46	C 3.223/11:1990 CPH-3-48/PT.1/ MAPS	93-0007-P	1990 CPH-3-48, 1990 Census of Population & Housing, Population & Housing Characteristics for Census Tracts & Block Numbering Areas, VA, Maps, pt. 1 of 2	Change class to: C 3.223/11: 1990 CPH-3- 48/MAPS/PT.1
0156-K-46	C 3.223/11:1990 CPH-3-48/PT.2/ MAPS	93-0007-P	1990 CPH-3-48, 1990 Census of Population & Housing, Characteristics for Census Tracts & Block Numbering Areas, VA, MAPS, pt. 2 of 2	Change class to: C 3.223/11: 1990 CPH-3- 48/MAPS/PT.2
0192-A-01	C 55.411:AK- 1/992-10-15	92-0654-P	U.S. Terminal Procedures AK, v. 1, Oct. 15, 1992	Change class to: C 55.411:AL 1 S/992- 10-15
0192-A-01	C 55.411:AK- 1/993-4-1	93-0286-P	U.S. Terminal Procedures, AK, Apr. 1, 993 to May 27, 1993	Change class to: C 55.411:AL 1 S/993- 4-1
0192-A-01	C 55.411:AK- 1/993-5-27	93-0369-P	U.S. Terminal Procedures, AK, v. 1 of 1, May 27, 1993 to July 22, 1993	Change class to: C 55.411:AL 1 S/993- 5-27
0192-A-01	C 55.411:AK- 1/993-7-22	93-0450-P	U.S. Terminal Procedures, AK, v. 1, July 22, 1993	Change class to: C 55.411:AL 1 S/993- 7-22
0250-E-02	C 55.2:AU 8/3	93-0374-P	ASOS, (Automated Surface Observing System) Guide for Pilots, April, 1993	Change class to: C 55.108:AU 8/6
0254-B	C 21.28: IN 8/790-990	93-0877-M	Inventive Thinking Resource Directory, Nov. 1990	Change class to: C 21.28:IN 8/990
0314-A	D 7.6/16: 992/CH.7	93-0400-P	Milstrip Routing Identifier and Distribution Codes, CH.7	Change class to: D 1.87/2:992/CH.7

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0327-K	D 101.22/6:16/6	93-0394-P	MTMC Expediter, v. 16, no. 6, June 1993	Change class to: D 101.66/3:16/6
0383	D 214.2:C 15	93-0408-P	1993 Environmental Campaign Plan, U.S. Marine Corps	Change class to: D 214.2:EN 8/993
0431-I-01	EP 1.2:M 56/10	93-0669-M	Methane Emissions and Opportunities for Control, Workshop Results of Intergovernmental Panel on Climate Change	Change class to: EP 1.2:M 56/11
0431-I-07	EP 1.17: 530-SW-90-036	93-0561-M	RCRA Orientation Manual, 1990 Edition, EPA/530-SW-90-036	Duplicate. Correct class: EP 1.8: R 31/3/990
0431-I-07	EP 1.105:993/8	93-0414-P	Bioremediation in the Field, no. 8, May 1993	Change class to: EP 1.105:8
0431-I-07	EP 1.105:990/1	91-0149-P	Bioremediation in the Field, no. 1, Nov. 1990	Change class to: EP 1.105:1
0431-J	EP 1.23/6: 520-F-92-003	92-0544-P	Superfund at Work, Hazardous Waste Cleanup Efforts Nationwide, EPA 520-F-92-003, Summer 1992	Change class to: EP 1.17: 520-F-92-003
0431-J	EP 1.23/6: 520-F-93-001	93-0374-P	Superfund at Work, Hazardous Waste Cleanup Efforts Nationwide, EPA 520-F-93-001, Spring 1993	Change class to: EP 1.17: 520-F-93-001
0455-G-09	ED 1.328/5:ST 9	92-2591-M	Basic Student Charges at Postsecondary Institutions: Academic Year 1990-91	Change class to: ED 1.328/5: ST 9/990-91
0455-G-09	ED 1.328/5: 92-156	93-0558-M	Basic Student Charges at Postsecondary Institutions: Academic Year 1991-92	Change class to: ED 1.328/5: ST 9/991-92
0461-D-05	ED 1.302:P 84	92-1798-M	Postsecondary Student Outcomes: A Feasibility Study, NCES 92-013	Duplicate. Correct class: ED 1.302: ST 9/5, SL 92-0202-P
0485	HE 20.2:43/3	93-0445-P	Dental Amalgam:Final Report	Change class to: HE 20.2:D 43/3

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Item #	Class #	Shipping List #	Title	Change
0485	HE 20.2:L 46/2	89-0322-M	The Nature and Extent of Lead Poisoning in Children in the U.S.: A Report to Congress	Duplicate. Correct class: HE 20.7902:L 46 SL 92-1263-M Item 0504-R
0499-F-02	HE 20.7102: H 33/4	92-0679-P	Health Hazard Evaluation Report, 92-171-2255	Change class to: HE 20.7125/2: 92-171-2255
0499-F-02	HE 20.7102: H 33/5	92-0679-P	Health Hazard Evaluation Report, 92-108-2247	Change class to: HE 20.7125/2: 92-108-2247
0499-F-02	HE 20.7102: H 33/6	92-0679-P	Health Hazard Evaluation Report, 92-165-2251	Change class to: HE 20.7125/2: 92-165-2251
0499-F-02	HE 20.7102: H 33/7	92-0679-P	Health Hazard Evaluation Report, 90-287-2250	Change class to: HE 20.7125/2: 90-287-2250
0499-F-02	HE 20.7102: H 33/8	92-0679-P	Health Hazard Evaluation Report, 92-180-2246	Change class to: HE 20.7125/2: 92-180-2246
0499-F-02	HE 20.7102: H 33/9	92-0689-P	Health Hazard Evaluation Report, 91-209-2249	Change class to: HE 20.7125/2: 91-209-2249
0499-F-02	HE 20.7102: H 33/10	92-0690-P	Health Hazard Evaluation Report, 91-261-2245	Change class to: HE 20.7125/2: 91-261-2245
0499-F-02	HE 20.7102: H 33/11	92-0690-P	Health Hazard Evaluation Report, 90-168-2248	Change class to: HE 20.7125/2: 90-168-2248
0499-F-02	HE 20.7102: H 33/12	92-0690-P	Health Hazard Evaluation Report, 92-182-2254	Change class to: HE 20.7125/2: 92-182-2254
0499-F-02	HE 20.7102: H 33/13	92-0714-P	Health Hazard Evaluation Report, 91-351-2252	Change class to: HE 20.7125/2: 91-351-2252
0499-F-02	HE 20.7102: H 33/14	93-0116-P	Health Hazard Evaluation Report, 91-026-2257	Change class to: HE 20.7125/2: 91-026-2257

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0499-F-02	HE 20.7102: H 33/15	92-0667-P	Health Hazard Evaluation Report, 90-048-2253	Change class to: HE 20.7125/2: 90-048-2253
0505-A-01	HE 20.3252:IN 3	93-0388-P	Infections Linked to AIDS, How to Help Yourself	Change class to: HE 20.3252:IN 3/2
0507	HE 20.3002: H 88/4	92-2213-M	The Need for and Management of Human Tissue for Research Purposes	Change class to: HE 20.3002:H 88/6
0572-B	AE 1.106/3: 26/PT.1 (S.1.001- 1.1400)/993	93-0379-P	CFR, Title 26, Internal Revenue, pt.1 (1.1001 to 1.1400) Rev. April 1, 1993	Change class to: AE 2.106/3: 26/PT.1(S.1.1001- 1.1400)/993
0582	HH 1.2:R 29	93-0666-M	Report to Congress on Rent Control	Change class to: HH 1.2:R 29/16
0624-B	I 19.42/4:90-4161	91-0803-P	Base-Flow-Frequency Characteristics of Selected Pennsylvania Streams, U.S. Geological Survey, Water Resources Investigations Report 90-4160	Change class to: I 19.42/4:90-416 0, Printing error on cover.
0625	I 19.13:2340	93-0262-P	Selected Papers in the Hydrologic Sciences 1988-92	Change class to: I 19.13/2:988-92
0717-C-04	J 1.5/4:9	93-0456-P	Opinions of the Office of Legal Counsel, v. 9-11, 1985-1987	Change class to: J 1.5/4:9-11
0777-F-02	L 1.78:993-6-21	93-0415-P	Labor Press Service, June 21, 1993	Change item to: 0771-F-02
0830-D	NAS 1.15:104566		SeaWIFS Technical Rept. Series. Cloud Screening for Polar Orbiting ... v.7	Change class to: NAS 1.15:104566/V.7
0830-D	NAS 1.15:4094		Development of a P-I-N HgCdTe Photomixer for Laser Heterodyne Spectrometry	Duplicate. Correct class: NAS 1.26:4094
0830-F	NAS 1.18:UN 3	93-0175-P	University Guide to NASA, 1993	Change class to: NAS 1.19:287
0831-B-01	NF 3.24:993/1	93-0254-P	NEH Exhibitions Today, Jan. 1993	Change class to: NF 3.24:993

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0982-D-01	TD 8.2:IN 7/3	93-0407-P	Comparison of Differences in Insurance Costs for Passenger Motor Vehicles	Change class to: TD 8.2:IN 7/5
0982-G-05	TD 2.2:AC 2/2	MF unknown	Analysis of Accident Data and Hours of Service of Interstate Motor Vehicle Drivers	Change class to: TD 2.302:AC 2/2
0986-A	VA 1.22/2:993	93-0319-P	Information Bulletin, IB 2-151, Jan. 1993	Change class to: VA 1.22:2-151/993
0993-A-01	X.101/1:135/PT.1		Congressional Record: Proceedings and Debates	Change class to: X 1.1:101/1-135/PT.1
	X.101/1:135/PT.2		101-1, Congressional Record, v. 135, pt. 2, Feb.	Change class to: X 1.1:101/1-135/PT.2
	X.101/1:135/PT.3		101-1, Congressional Record, v. 135, pt. 3, Feb.	Change class to: X 1.1:101/1-135/PT.3
	X.101/1:135/PT.4		101-1, Congressional Record, v. 135, pt. 4, March 1	Change class to: X 1.1:101/1-135/PT.4
	X.101/1:135/PT.5		101-1, Congressional Record, v. 135, pt. 5, April 6	Change class to: X 1.1:101/1-135/PT.5
	X.101/1:135/PT.6		101-1, Congressional Record, v. 135, pt. 6, April 1	Change class to: X 1.1:101/1-135/PT.6
	X.101/1:135/PT.7		101-1, Congressional Record, v. 135, pt. 7, May 9	Change class to: X 1.1:101/1-135/PT.7
	X.101/1:135/PT.8		101-1, Congressional Record, v. 135, pt. 8, May 22	Change class to: X 1.1:101/1-135/PT.8
	X.101/1:135/PT.9		Congressional Record, v. 135, pt. 9, June 14	Change class to: X 1.1:101/1-135/PT.9
	X.101/1:135/PT.11		101-1, Congressional Record, v. 135, pt. 11, July 1	Change class to: X 1.1:101/1-135/PT.11
	X.101/1:135/PT.12		101-1, Congressional Record, v. 135, pt. 12, July	Change class to: X 1.1:101/1-135/PT.12

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	X.101/1: 135/PT.13		101-1, Congressional Record, v. 135, pt. 13, August	Change class to: X 1.1:101/1- 135/PT.13
	X.101/1: 135/PT.14		101-1, Congressional Record, v. 135, pt. 14, August 4	Change class to: X 1.1:101/1- 135/PT.14
	X.101/1: 135/PT.15		101-1, Congressional Record, v. 135, pt. 15, Sept	Change class to: X 1.1:101/1- 135/PT.15
1017-A	Y 4.F 76/2: T 71/13	92-0538-P	Treaty Between the U.S. and the Federal Republic of Nigeria on Mutual Legal Assistance in Criminal Matters (Treaty Doc. 102-26)	Change class to: Y 4.F 76/2: S.HRG.102-715
1025-A-1	Y 4.SCI 2:102-A	93-0332-P	103-1 Comm. Print, 1994 NASA Authorization, NASA Budget Request for FY 1994, Summary	Change class to: Y 4.SCI 2:103-A
1061-E	Y 3.F 31/20: 2 D 62/2	92-1668-M	Directory of Federal Agencies and Departments, Cleveland, Ohio	Change class to: Y 3.F 31/20: 2 F 31/991
1089-U	Y 3.N 21/29:C 83	93-0220-P	What You Can do for Your Country, Report of the Commission on National and Community Service	Change class to: Y 3.N 21/29:2 C 83

Update to the List of Classes

August 13, 1993

1993-13

Class no.	Item no.	Change/Notice
A 77.245:	0088-B	Family Economics Review. Format changed to (P).
A 93.10/2:	0042-M	Agriculture Outlook. Format changed to (P).
C 3.133/2:	0147-C	Monthly Wholesale Trade, Sales and Inventories. Discontinued.
C 3.133/3:	0147-C	Wholesale Trade, Annual Sales and Year-End Inventories of Merchant Wholesalers. Discontinued
C 3.133/4:	0147-C	Monthly Wholesale Trade, Sales and Inventories and Wholesale Trade, Annual Sales and Year-End Inventories of Merchant Wholesalers have merged to become: Combined Annual and Revised Monthly Wholesale Trade.
C 39.211:	0236-C	Merchant Ships Delivered from United States and Foreign Shipyards During Calendar Year. Discontinued.
C 39.216/2:	0236-E	Relative Cost of Shipbuilding Report to Congress. Temporarily suspended. Last issue published was 1989. A copy is being obtained from the publishing agency and will be distributed to depository libraries in microfiche.
C 39.226:	0233-A-02	Decisions of the Maritime Subsidy Board. No updates issued for several years.
C 39.239:	0333-G	Final Environmental Impact Statements. Temporarily suspended.
C 39.245:	0233-I	National Shipbuilding Research Program. Discontinued.
GA 1.15/2:	0544-A-01	GAO Journal. The last issue published was the Fall/Winter 1992 edition. Discontinued.
HE 24.9:	0524-A-06	Child Support Report. Format changed to (P).
ITC 1.10:	0982-B-02	Harmonized Tariff Schedule of the United States Annotated for Statistical Reporting Purposes. Format changed to (P).
TD 11.15:	0233-H	New Ship Construction. Discontinued.
TD 11.20:	0233-M	Bulk Carriers in the World Fleet. Discontinued.
TD 11.21:	0233-D	Containerized Cargo Statistics. Discontinued.
TD 11.24:	0333-J	International Shipborne Barge Register. Discontinued.
TD 11.29:	0233-M	Tankers in the World Fleet. Discontinued.
Y 3.R 31/2:17	1061-K-01	RTC Review. Format changed to (P).

Whatever Happened To . . . ? ? ?

August 13, 1993

1993-09

Class no.	Item no.	Status
LC 30.25:	0815-G	Cataloging Concepts. 1993 ed. 2 volumes will be distributed to depository libraries. The preliminary SuDocs classification and item numbers are: LC 30.25: and 0815-G.
S 1.3/5:	0864	Dispatch. LPS will soon distribute this title directly to depository libraries via the direct mail program. LPS hopes to begin mail distribution with the issues for 1994. Until the contract can be amended, Dispatch will continue to arrive in shipping list boxes.
TD 11.14:	0236-B (MF)	Merchant Fleets of the World. The Jan. 1, 1992 edition is the most recent available. LPS has received a copy and will distribute to depository libraries in microfiche.

Contractor-Issued Microfiche Shipping Lists

August 11, 1993

1993-07

Shipping List #	Shipping List Date	Contractor	Contract #
93-0865-M	06-29-93	ANACOMP	788
93-0866-M	07-26-93	MICROFORM	354
93-0867-M	07-26-93	MICROFORM	354
93-0868-M	07-26-93	MICROFORM	354
93-0869-M	07-26-93	MICROFORM	354
93-0870-M	07-26-93	MICROFORM	354
93-0871-M	07-26-93	MICROFORM	354
93-0872-M	07-06-93	ANACOMP	788
93-0873-M	07-07-93	ANACOMP	788
93-0874-M	07-12-93	IPI	795
93-0879-M	07-13-93	B&H	789
93-0880-M	07-13-93	B&H	789
93-0881-M	07-13-93	B&H	789
93-0882-M	07-13-93	B&H	789
93-0883-M	07-30-93	MICROFORM	354

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93-0884-M	07-30-93	MICROFORM	354
93-0885-M	07-30-93	MICROFORM	354
93-0886-M	07-30-93	MICROFORM	354
93-0887-M	07-30-93	MICROFORM	354
93-0888-M	07-13-93	ANACOMP	788
93-0889-M	07-14-93	ANACOMP	788
93-0891-M	07-15-93	B&H	789
93-0892-M	07-15-93	B&H	789
93-0893-M	07-15-93	B&H	789
93-0894-M	07-15-93	B&H	789
93-0895-M	08-06-93	MICROFORM	532
93-0896-M	08-06-93	MICROFORM	532
93-0897-M	08-06-93	MICROFORM	354
93-0898-M	08-06-93	MICROFORM	354
93-0899-M	08-06-93	MICROFORM	613
93-0905-M	07-15-93	ANACOMP	788
93-0907-M	08-06-93	MICROFORM	532
93-0908-M	08-06-93	MICROFORM	354
93-0909-M	08-06-93	MICROFORM	354
93-0910-M	07-21-93	B&H	789
93-0911-M	07-21-93	B&H	789
93-0912-M	07-21-93	B&H	789
93-0913-M	07-19-93	ANACOMP	456
93-0914-M	07-29-93	ANACOMP	456
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93-0919-M	08-13-93	MICROFORM	354
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1993-07

Shipping List #	Shipping List Date	Contractor	Contract #
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93-0923-M	08-13-93	MICROFORM	354
93-0924-M	08-13-93	MICROFORM	613
93-0925-M	07-27-93	ANACOMP	788
93-0926-M	08-06-93	ANACOMP	456



Documents Publicity: "Hot Docs" Display at Ohio's Worthington Public Library

The Worthington, Ohio, Public Library features Federal documents in a "Hot Docs" display that changes monthly. Susan Branch, reference librarian, reports that the documents are replaced as often as needed, since the displayed documents are often checked out by patrons.



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[Illustrations from Focus on Food Labeling: An FDA Consumer Special Report. May 1993. HE 20.4010/4:F 73/3]

Administrative Notes is published in Washington, DC by the Superintendent of Documents, Library Programs Service, Government Printing Office, for the staffs of U.S. Federal Depository Libraries. It is generally published twice a month; some months have additional issues. Postmaster send address changes to:

The Editor, *Administrative Notes*
U.S. Government Printing Office
Library Programs Service, SLL
Washington, D.C. 20401

Editor: Marian W. MacGillivray

(202) 512-1130